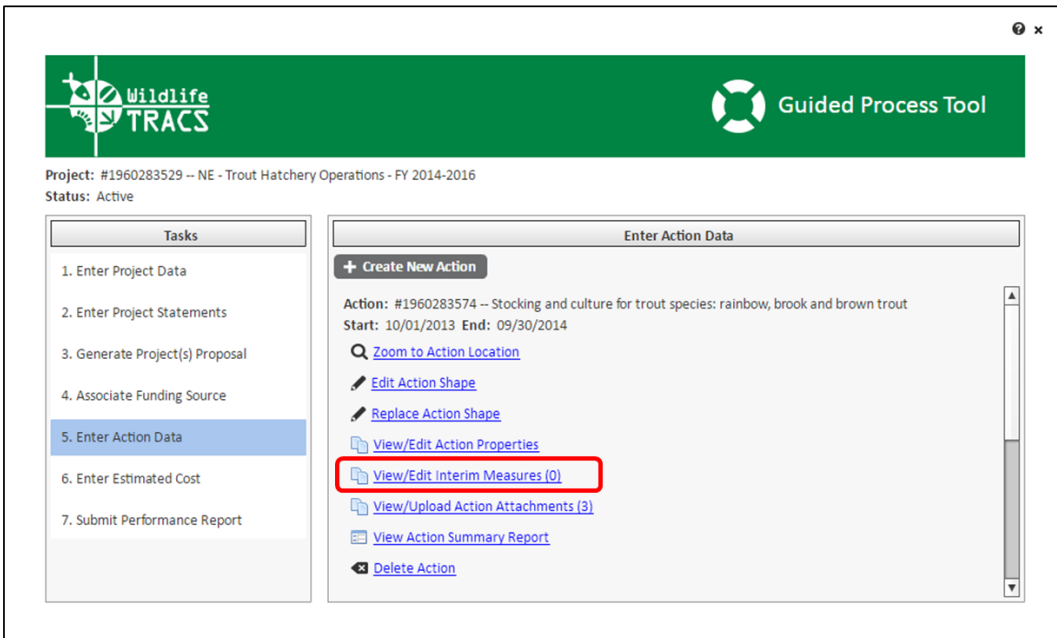
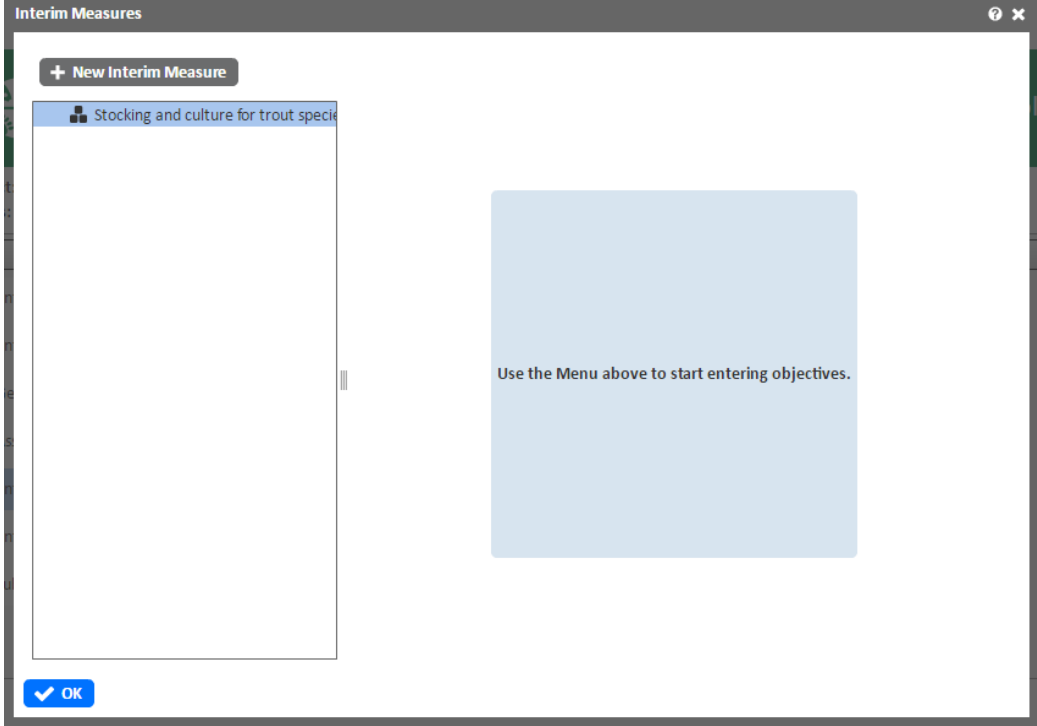
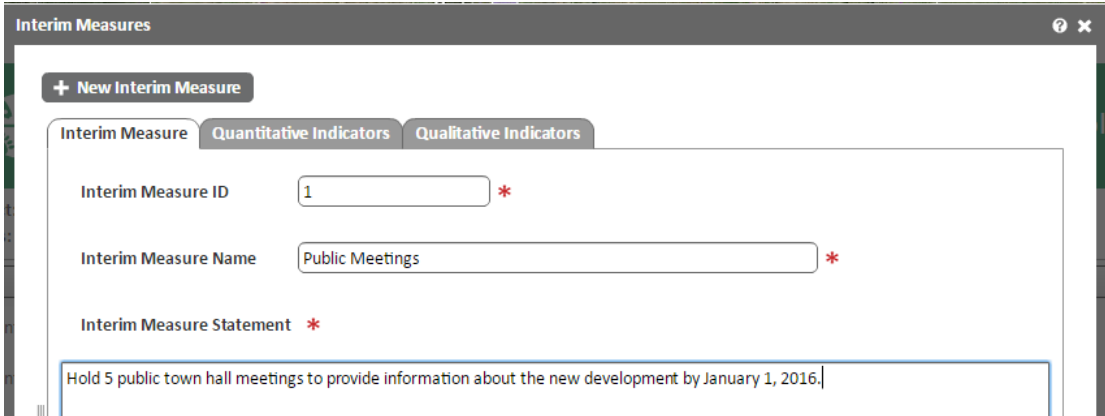


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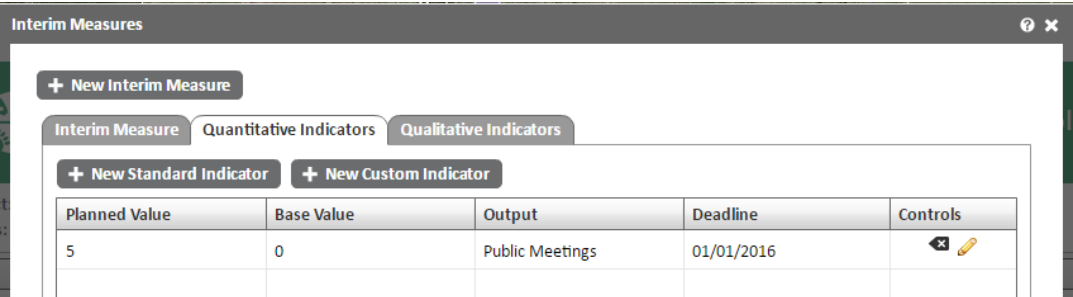
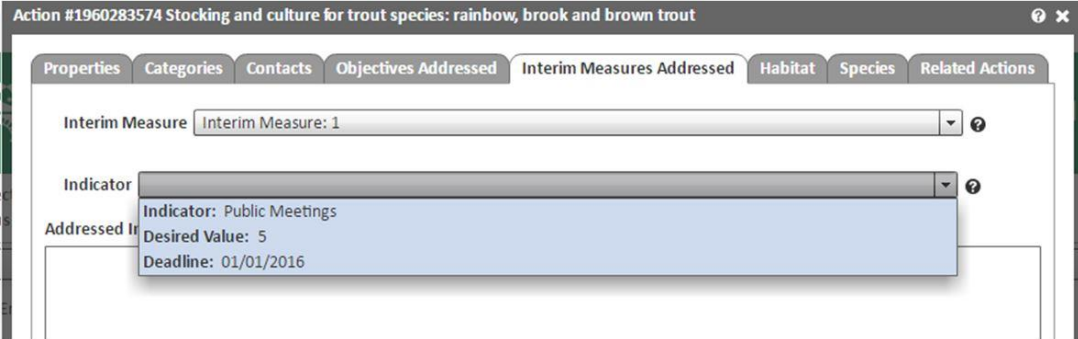
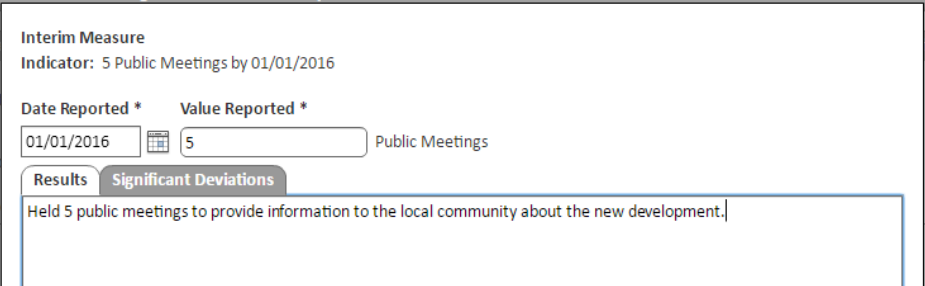
Lesson 18 Interim Measures

Step	Action
1	<p>Important Note: Interim Measures are optional and rarely (if ever) used. They do not display on Interim or Final Reports (and will be removed from future versions of TRACS). If unplanned actions occur, we recommend that you do not use Interim Measures; instead amend or revise the original objectives as needed to report new actions.</p> <p>An interim measure is used to document work that does not directly address the primary objectives but demonstrates progress towards completing the project. Interim Measures are typically created during multi-year projects. Note: Interim Measures are not related to interim reports.</p> <p>Note: Projects with Interim Measures are created in the same way as any other project. This guide does not go through the entire project entry process; it just goes through the additional steps required to enter an interim measure.</p>
2	<p>An interim measure is created after an action has been created. From the Guided Process Tool, select Task 5 Enter Action Data and View/Edit Interim Measures.</p> 

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Step	Action
3	<p>In the Interim Measures window, click the New Interim Measure button.</p> 
4	<p>Fill out the Interim Measure ID, Interim Measure Name, and Interim Measure Statement fields (note: this is the same format as entering an objective).</p>  <ul style="list-style-type: none"> • Best practice: enter the statement as “(Action verb) _____ (how many) _____ (who or what) _____ (by when) _____.”

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Step	Action
5	<p>Fill out the appropriate indicator tab (qualitative or quantitative), add the indicator(s) to the table (Note: this is the same process as adding indicators to an objective). Then Save and Close.</p> 
6	<p>Back on the Guided Process Tool, click on the View/Edit Action Properties link.</p>
7	<p>Go to the Interim Measures Addressed tab and select the Interim Measure and Indicator from the drop downs.</p> 
8	<p>On the reporting window, fill out the date reported, value reported if quantitative (or the True/False box on the left if qualitative). Fill out the Results tab and fill out the Significant Deviations tab if applicable. Click Add.</p> 
9	<p>Add any additional Interim Measures as needed.</p>